

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705

February 5, 2004

In Reply Refer To:
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EMS Transmission 02/05/04
Instruction Memorandum No. OF&A 2004-007
Expires: 09/30/05

To: State Directors

From: Director, Office of Fire and Aviation

Subject: Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan –
Fiscal Years 2006-2010 **DD: 4/5/04**
5/3/04

Program Area: Engineering/Fire Management.

Purpose: Provide direction and procedures for updating the Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – Fiscal Years (FY) 2006-2010.

Background: Your assistance is needed to develop the Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – FY 2006-2010. This requires reviewing and revising, if necessary, the Project Data Sheet (PDS) on the FY 2005-2009 plan, revising PDS forms previously submitted that do not show on the FY 2005-2009 plan, and creating new PDSs for projects that were not submitted. Due to budgetary constraints, new and revised PDSs for projects not on the FY 2005-2009 plan will only be accepted if they have a ranking score over 650.

The programmatic guidance and timetable for the Five Year Plan submissions are set forth in the annual Budget Request Formulation Guidance, Attachment G, entitled “Department of the Interior Facilities Maintenance and Capital Improvements.” The FY 2006 Budget Request Formulation Guidance is expected to be released in early May 2004.

To meet the expected deadlines, however, the Bureau of Land Management (BLM) needs to begin the process of updating its Five Year Plan before the FY 2006 Budget Request Formulation Guidance and Attachment G are issued. The Department of the Interior

anticipates no significant changes to Attachment G. Therefore, BLM will follow last year's guidance until the FY 2006 budget guidance and Attachment G become available.

Last year's guidance is in Instruction Memorandum WO No. 2003-116, FY 2005-2009 Deferred Maintenance and Capital Improvement Plan, dated March 19, 2003, and Information Bulletin OF&A No. 2003-024, Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – Fiscal Years 2005-2009, dated February 14, 2003.

Policy/Action:

1. Field offices should begin preparing data and project summary sheets for new or revised deferred maintenance or capital improvement projects as soon as possible.
2. You may propose deferred maintenance or capital improvement projects as long as the projects meet the established criteria in Attachment G and are in your approved Fire Management Activity Plan.
3. State and field office engineers should assist in formulating your projects and gather information for the data sheet fields. The project data sheet template is found in Attachment #1 to this IM.
4. When developing projects and preparing data sheets, field offices should consider strategies that maximize obligations in the funding year, minimize carryover, and complete projects in a timely manner. One strategy is to phase projects over two or more funding years.
5. Projects should incorporate accessibility, energy efficiency/conservation, security, and seismic design whenever applicable.
6. Projects should utilize construction, landscaping, and transportation products and other items that are made with recovered materials and designated in the Environmental Protection Agency's Comprehensive Procurement Guideline (CPG). [CFR Part 247 and <http://www.epa.gov/epaoswer/non-hw/procure/products.htm>]
7. PDSs concerning any component of a fire station not meeting any other ranking criteria will be ranked in the Critical Resource Protection category instead of Critical Mission.
8. Capital Asset Plan (Exhibit 300) are now required for any project valued at two million dollars or more. (Due date: April 5, 2004)
 - a. Nevada – Battle Mountain Airtanker Base
 - FY 2006 funding – \$2,035,000
 - FY 2007 funding - \$1,420,000
9. Field Offices should also quantify any significant impacts the completed project will have on operations and annual maintenance budgets. Operations and maintenance (O&M) costs are likely to be significant for major capital improvements such as office expansions or new fire stations. They can be quantified by estimating the additional O&M resources that will be needed to properly operate and maintain the facility.

The Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – FY 2005-2009 as approved by the Department of the Interior is attached (Attachment #2). Some projects received by the Office of Fire and Aviation (OF&A) were not included due to budgetary constraints, but will be considered in the FY 2006-2010 update if resubmitted. All revised PDSs funded on the current FY 2005-2009 plan and new projects with a score over 650 submitted by May 3, 2004 will be evaluated for inclusion in the FY 2006-2010 plan.

A task group consisting of the OF&A fire facilities lead, two state fire facilities leads, and one state office engineer will review all PDSs for quality control purposes. If changes are required, they will be sent directly to your state fire management officer. These must be returned by May 17, 2004 so we may prioritize the BLM's projects in preparation for the interagency project meeting scheduled for May 2004. BLM-OF&A, in coordination with the National Park Service (NPS), U.S. Fish and Wildlife Service (FWS), and Bureau of Indian Affairs (BIA), must submit the recommended Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – Fiscal Years 2006-2010 to the Department of the Interior no later than June 7, 2004.

Time Frame: Please submit an electronic copy of your Capital Asset Plans (Exhibit 300) to Terry O'Connell, FA-320, by close of business April 5, 2004. Additionally, please submit electronic copies of your fire program revised or new PDSs and your project summary sheet (Attachment #3) to Terry O'Connell by close of business on May 3, 2004.

Budget Impact: None.

Manual/Handbook Sections Affected: None.

Coordination: Between BLM, FWS, NPS, and BIA.

Contact: Terry O'Connell, Fire Operations, OF&A at (208) 387-5883.

Signed by:
Timothy M. Murphy
Acting Director
Office of Fire and Aviation

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.
Office Services

3 Attachments:

- 1 – Deferred Maintenance and Capital Improvement Plan Project Data Sheet (1 p)
- 2 – Wildland Fire Five Year Construction/Deferred Maintenance Plan Summary (2 pp)
- 3 – Deferred Maintenance and Capital Improvement Plan Summary Project Data Sheet (1 p)

Distribution:

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